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SJSU Administration Bldg., Rm 114, One Washington Square, San José, CA 95192 • (408) 924-6003 v.; (408) 924-5990 TTY; (408) 924-4358f.

The following checklist is intended as a guide to the EARC registration process for SJSU employees who wish to register with the EARC and/or request employment accommodations.

*Note: If your **only** request is a disabled parking permit, this registration checklist does not apply to you. However, if your request includes a disabled parking permit and another possible accommodation, this registration checklist does apply to you. For information on how to obtain a disabled parking permit, please visit the EARC website at: <http://www.earc.sjsu.edu/parking/index.htm>.*

- Step 1: Complete the EARC Intake Form:  
[http://www.sjsu.edu/earc/docs/EARC%20Intake%20Form%20ADAAA%20updated\\_05-10-2012.pdf](http://www.sjsu.edu/earc/docs/EARC%20Intake%20Form%20ADAAA%20updated_05-10-2012.pdf).
- Step 2: Obtain medical/psychological disability verification documentation (i.e., medical documentation verifying the condition for which you are requesting employment accommodations) from your treating physician/professional that meets EARC's Guidelines for Comprehensive Documentation criteria:  
<http://www.earc.sjsu.edu/accommodations/documentation.htm>.

If you do not currently have medical/psychological disability verification documentation, please have your treating physician/professional complete the EARC Medical/Psychological Disability Verification Form:

[http://www.sjsu.edu/earc/docs/EARC\\_Medical\\_Psych%20Verif%20Form\\_4-15-11.pdf](http://www.sjsu.edu/earc/docs/EARC_Medical_Psych%20Verif%20Form_4-15-11.pdf).

- Step 3: Obtain a current position description. (Note: This step is for staff **only**. EARC works directly with Faculty Affairs regarding this step for faculty.)
- Step 4: Submit the EARC Intake Form, medical/psychological disability verification, and current position description (if applicable) to the EARC via **one** of the two methods below.
  - Fax (**preferred method**): Please fax documents to EARC's confidential fax line at 408-924-4358.

- Mail/Hand-Delivery: Please mail or hand-deliver documents to the EARC in a sealed, confidential envelope at the address below. Please be sure to keep copies of all documents submitted.

ATTN: Sophia Santos  
Employment Accommodations Resource Center,  
San José State University  
Administration Building, Room 114  
One Washington Square  
San José, CA 95192-0168

- Step 5: Please call/email the EARC at 408-924-6003 or [sophia.santos@sjsu.edu](mailto:sophia.santos@sjsu.edu) after faxing, mailing, or hand-delivering documents to confirm the receipt of documentation listed in step 4 and to schedule an intake appointment with an EARC representative to review your employment accommodation request(s).
- Step 6: Review the EARC's interactive process to understand how your request will be evaluated: <http://www.sjsu.edu/earc/accommodations/interactiveprocess/index.html>.